



## GIRLS RUGBY COLORADO- PROGRAM COORDINATOR

Girls Rugby, Inc., a non-profit, is seeking passionate and qualified individuals to join their team in Denver, CO. Girls Rugby's mission is to help girls reach their potential through rugby. Girls Rugby offers non-contact, flag rugby programming for girls in grades 2-8 around the country. We are seeking an energetic, organized, and collaborative person to develop, implement, and manage our Girls Rugby Colorado programs for the Spring 2019 season. This position requires excellent organization, communication and problem-solving skills. Prior experience administrating similar programs is ideal.

The Program Coordinator position is a seasonal position running from February 1<sup>st</sup>, 2019 through the close of the Girls Rugby Spring Season (April 30, 2018). The Program Coordinator will be expected to work an average of 5-7 hours/week and will receive a stipend for their time and work. The Program Coordinator will report to the Girls Rugby National Office.

### **Program Coordinator Job Description**

- Develops, organizes and implements a high-quality Girls Rugby Colorado program.
- Directs and supervises program activities to meet Girls Rugby objectives. Expands Girls Rugby programming within the community in accordance with strategic and operating plans.
- Secures, schedules, and prepares athletic fields and facilities. This includes obtaining any relevant permits and field rental costs.
- Recruit volunteer coaches for the season. Manage local coaches to ensure that all equipment is transported and set up for games and practices.
- Recruit referees and manage assignments with season schedule and payment for referee fees.
- Creates teams from completed registrations through the Girls Rugby website and assigns relevant coaches.
- Organizes and conducts parent orientation meetings with coaches, and training for coaches and referees in conjunction with the National Office.
- Work with coaches to determine curriculum delivery, including rugby skills and core values.
- Organizes the Girls Rugby Parent-Daughter day at the close of the season.
- Assists in the marketing and distribution of Girls Rugby program information. This includes the gathering of content for social media, the website, and newsletters sent from the Girls Rugby National Office.
- Develops and maintains collaborative relationships with community organizations.
- Assists in coordination for showcases and activations at events, as needed.



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- Responds to all member and community inquiries and complaints in a timely manner.
- Compiles program statistics. Monitors and evaluates the effectiveness of each location and participation in programs.
- Collaborate with the Girls Rugby National Office for effective season operations.

### **Desired Qualifications**

- Located in or near Denver, CO
- Minimum age of 18
- Prior supervisory experience or relevant experience (Minimum 1-2 years preferred)
- Strong working knowledge of Microsoft Office Applications
- Strong organizational, critical thinking & problem-solving skills
- Ability to use time efficiently
- Excellent written and verbal communication
- Social media and marketing experience desired
- Coaching experience
- Experience working with youth
- Passion for youth sports and girls development
- Rugby experience not necessary, but is a plus

The successful candidate will be required to complete and pass a background check before being hired. To apply, please send your cover letter and resume/CV to [info@girlsrugbyinc.com](mailto:info@girlsrugbyinc.com). Applications will be reviewed on a rolling basis, and position will remain open until filled. Girls Rugby, Inc. is an equal opportunity employer and welcomes all eligible persons to apply.